

GENERAL SAFETY RULES

- 1) **All injuries, no matter how slight, must be reported** to a foreman, supervisor or manager as soon as possible and in all cases prior to going off shift.
- 2) Unsafe conditions and practices must be reported to supervision immediately.
- 3) Smoking is permitted in designated areas only.
- 4) Aisles and walkways must be maintained at all times.
- 5) Each employee is responsible for housekeeping in his work area. Trash is to be placed in covered receptacles and emptied daily. Dirty rags are to be placed in designated covered receptacles.
- 6) Horseplay and practical joking are prohibited.
- 7) Safety glasses, goggles or face shields are required when working in area or activity which involves danger to the eyes.
- 8) Personal protective equipment such as hearing protection, gloves, goggles, masks, respirators, hoods, etc. must be worn at designated areas.
- 9) Adequate footwear which affords substantial foot protection is required to be worn by shop personnel. Excluded are tennis and athletic shoes, sandals, and lightweight footwear. Safety shoes/boots are encouraged.
- 10) Compressed air shall not be used for cleaning of clothing or persons. Air blast nozzles used for cleaning of tools, parts, and equipment must be restricted to 30 p.p.s.i.g. at the tip.
- 11) Loose or torn clothing, long unrestrained hair, rings, or pendant jewelry shall not be worn near moving machinery.
- 12) All hand tools and equipment shall be maintained in good repair. Defective tools and equipment shall be removed from service at once.
- 13) Equipment guards shall not be removed or made inoperative except by direction of supervision. Such guards shall be replaced or reactivated before operations resume.
- 14) Equipment and machines shall be operated only by authorized personnel. All equipment and machines shall be operated, maintained and repaired according to manufacturer instructions and safe operating procedures. Check that personnel are clear before machine start-up. Follow the LOCKOUT/TAGOUT procedures at all times!
- 15) Working under the influence of alcohol or non-prescribed drugs is prohibited. (Before working while taking prescription drugs that may interfere with your work performance or safety you should notify your supervisor.)

These rules are for the protection of all employees. **They are conditions of employment.** Failure to follow these rules is grounds for disciplinary action up to and including termination of employment.